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Governor

State Of Arizona Board of Podiatry Examiners  
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Phoenix, AZ 85007  
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(602) 542-3095

Sarah Penttinen  
Executive Director

## **INITIAL APPLICATION INSTRUCTIONS AND INFORMATION**

Dear Applicant:

**Please read the following information carefully and completely.** Feel free to contact the Board's office if you have any questions.

Applications may be submitted for a regular license (application for license) or license by comity (reciprocity). Please note the application form contains three (3) pages. Please do not submit any double-sided copies. As stated on the application form, you must complete all questions on the application with either the requested information or "N/A." **You may not leave any question blank.** All applications must be completed, notarized, and submitted with the **application fee of \$450.00** for the state oral examination (paid directly to the Arizona State Board of Podiatry Examiners). The deadline to submit an application is ninety (90) days prior to the date of the next oral examination. Your application and application fee must be **received** in the Board's office by that date. Regardless of the postmark date, applications which are not received in the Board's office by the deadline date will not be considered until the following application cycle. Please refer to the Board's website for examination and deadline dates.

After your application and application fee are submitted, the following supplemental documentation must be **received** in the Board's office no later than thirty (30) days prior to the oral exam date or you will not be permitted to sit for that exam and will be required to wait for the next exam.

### **Supplemental Documentation:**

- Copy of podiatry degree.
- Transcripts from podiatry school. (Direct source only.) \*
- Copy of residency certificate or letter from program Dean indicating completion of at least one full year.
- **Two** photographs, (measuring 2 in x 2 in), taken within 6 months prior to application. (Actual photographs must be submitted. Home-printed photos on non-photo paper are not acceptable.)
- National Board Scores Parts I, II & III / PMLexis. (Direct source only.) Applicants must score 75% or higher on each exam; scores cannot be averaged.
- National Practitioner Data Bank self-query report (dated within 60 days before or after application submission).
- Documentation related to any "yes" answers in section 12 of the application.
- Completed "Statement of Citizenship" form and accompanying documentation.
- License verification(s) from any other state(s) where licensure is or has been held. (Direct source only.)

\*"Direct source only" means that the documents must be submitted to the Arizona Podiatry Board directly from the issuing agency / entity and cannot be submitted by the applicant.

IT IS NOT NECESSARY FOR YOU TO SUBMIT TO US COPIES OF YOUR REQUESTS FOR THESE DOCUMENTS. PLEASE KEEP COPIES OF YOUR REQUESTS BUT DO NOT SEND THEM TO OUR OFFICE UNLESS SPECIFICALLY ASKED TO DO SO. IN ADDITION, THE BOARD DOES NOT ACCEPT ANY DOCUMENTS VIA FAX.

After your application form is received, the Board will review your application materials and notify you in writing of any deficiencies. Your application will be on hold until all supplemental documentation is received and all deficiencies are rectified. Once all necessary information is received, you will be notified in writing that your application is complete. The next step is for the Board to review your application and vote whether to approve you to sit for the oral examination.

### **Oral Exam Information**

**All applicants must complete the oral exam.** This exam will consist of questions regarding the Statutes and Rules which govern the practice of podiatric medicine in the state of Arizona. (Available on the Board's website on the "Statutes and Rules" page.) You must pass the oral exam with a score of at least 75%. By law, the exam is administered only twice per year – once in June and once in December. **The application process cannot be expedited to circumvent the time frames set forth in the Board's laws regarding the oral exam or any other application requirement(s).**

After receiving written notification that you have passed the oral exam, you must submit the license issuance fee of \$225.00 within one (1) year of the date of the oral exam. If you do not submit the license issuance fee during that time, your application will be considered withdrawn. If you wish to obtain licensure in Arizona after that time, you will be required to start the application process over again.

#### **NOTICE REGARDING TIME FRAMES FOR REVIEWING AND APPROVING NEW LICENSE APPLICATIONS**

There are three time frames involved in reviewing your license application. The first is called the "Administrative Completeness Review" and is defined as, "the number of days from agency receipt of an application for a license until an agency determines that the application contains all components required by statute or rule, including all information required to be submitted by other government agencies." (A.R.S. §41-1072.) Under the Board's regulations, we have 30 days to complete this review. However, if you have been notified in writing of any deficiencies in your application materials, this time period is suspended from the date of our notice until all materials are received. The second time period is the "Substantive Review" and is defined as, "the number of days after the completion of the Administrative Completeness Review time frame during which an agency determines whether an application or applicant for a license meets all substantive criteria required by statute or rule." (A.R.S. §41-1072.) Under the Board's regulations, we have 60 days to complete this review. Again, the Board may or may not identify deficiencies or the need for additional information. If you are notified in writing of any deficiencies in your application during this period, the time period is suspended from the date of our notice until all information is received. Together, these time periods are known as the "Overall Time Frame." If the Board fails to issue you a written notice either approving or denying your application, or notifying you of a deficiency, within the Overall Time Frame, we are required to refund your application fee. (A.R.S. §41-1077.)

#### **ADDITIONAL INFORMATION FOR LICENSURE BY COMITY**

You must provide written documentation that you have been actively practicing podiatric medicine during at least five (5) of the last seven (7) years. Completion of the PMLexis (NBPME Part III) may or may not be needed, depending on which state(s) you are or have been licensed in and when you completed medical school. Please call the Board's office for further information or refer to Arizona Revised Statutes §32-827. **PLEASE NOTE: If you have taken the PMLexis exam/ NBPME Part III, then you do not need to apply for a license by Comity; you should mark your application as an "Application for License."**

**PLEASE NOTE: APPLICATION AND LICENSE FEES ARE NOT REFUNDABLE UNDER ANY CIRCUMSTANCES.**

#### **INFORMATION ABOUT YOUR APPLICATION STATUS**

While an application is being processed it is not a public record. Therefore the Board cannot legally discuss the status of an application with anyone other than the applicant. However, you may appoint one person to whom the Board may give information. That person must be designated by you in writing with your original signature. Also, please be advised that due to confidentiality purposes the Board does not correspond via email regarding license applications.

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The practice of podiatry in Arizona is governed by Arizona Revised Statutes, Title 32, Chapter 7, and by the Arizona Administrative Code, Title 4, Chapter 25. In addition, the Board has adopted Substantive Policy Statements related to the practice of podiatry. Each of these documents is available on the Board's website or may be obtained by contacting the Board's office directly.

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**ARIZONA REVISED STATUTES §32-3208 REQUIRES THAT A LICENSE APPLICANT WHO HAS BEEN CHARGED WITH ANY FELONY, OR A MISDEMEANOR INVOLVING CONDUCT WHICH MAY AFFECT PATIENT SAFETY, AFTER SUBMITTING THE APPLICATION, SHALL NOTIFY THE LICENSING BOARD WITHIN TEN DAYS AFTER THE CHARGE IS FILED. ALL FELONY CHARGES MUST BE REPORTED. A LIST OF REPORTABLE MISDEMEANORS IS AVAILABLE ON THE BOARD'S WEBSITE OR BY CONTACTING THE BOARD'S OFFICE. THIS REPORTING REQUIREMENT REMAINS IN EFFECT ONCE YOUR LICENSE HAS BEEN ISSUED.**

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#### **OTHER CONTACT INFORMATION**

National Board of Podiatric  
Medical Examiners  
2000 Lenox Dr., 3rd Floor  
Lawrenceville, NJ 08648  
1-877-302-8952  
[www.nbpme.info](http://www.nbpme.info)

Federation of Podiatric  
Medical Boards  
12216 Flag Harbor Dr.  
Germantown, MD 20874  
(202) 810-3762  
[www.fpmb.org](http://www.fpmb.org)

National Practitioner Data Bank  
P.O. Box 10832  
Chantilly, VA 20153  
1-800-767-6732  
[www.npdb-hipdb.hrsa.gov](http://www.npdb-hipdb.hrsa.gov)